

## Attendance Procedures for the 2020-21 SY

### Taking Attendance:

#### Hybrid Schedule:

- Instructors are to be doing a bell ringer/question/meeting in the morning, for students doing virtual, starting at **8:00 a.m.** to finish by **8:30 a.m.** If students **DO NOT** log-in at the time designated, they are to be marked as absent.
- If students would happen to log in or respond after that time, please **email me** with the student's name and time that they logged in. They will be marked accordingly (tardy, full day/half day).
- If a student would happen to have an appointment while on a virtual day, we should be informed, and a medical note should be turned in.
- If student does **not** complete their online assignments by time due **2:30 p.m.** student will be marked as ½ day unexcused. Please **email me** with student name and last activity time of the day.

#### Full Day In-Person:

- Attendance should be taking as it has in the past. Mark students not in your classroom as absent.

### Admittance/Tardy Slips/Passports:

#### Tardy:

- Students that are tardy (late for school), **MUST** come to the main office after entering the school building or sent down from the classroom.

#### Students returning from an absence: (notes should be turned in the **day of return**):

- Handwritten notes/medical notes will be accepted upon student's return. There will be a drop box located right outside of the main office door for students to place their notes in.
- The attendance slip will be filled out (excused or unexcused) and placed in your mailbox.
- You can also look on Skyward to see if the absence was excused (e) or unexcused/unlawful (u).

#### Students needing to leave early:

- Students must have a SIGNED parent/guardian note that states when the student is to leave and for what reason.
- Students will drop off this note to the drop box located right outside of the main office.
- An email or call will be given to the instructor on the time that the student is to leave.
- Students will report to the main office to sign out at the time of their dismissal.
- Students will be given an excuse card to have the doctor/dentist to sign and return upon arrival.